

VILLAGE OF WADSWORTH

PUBLIC PARTICIPATION AND COMMENT POLICY

APPROVED BY THE WADSWORTH VILLAGE BOARD ON 3.1.2016

The Village of Wadsworth has established a "Public Comment" agenda items for its meetings. The Board has a responsibility to conduct the business of the Village in an orderly and efficient manner and to establish reasonable procedures for public participation at its meetings.

The Village President (or other Trustee acting as Chair in the President's absence) shall assure the orderly conduct of the meeting and shall rule on the appropriateness of the time, place and manner of public presentation issues which may arise. The Board, as a whole, shall have the final decision in determining the appropriateness of all such rulings.

These procedures shall be followed to maintain the orderly conduct of meetings and assure fairness to those who wish to address the Board:

1. Anyone interested in speaking publicly at a Village Board or other Committee Meeting is welcome. Guests are asked to complete a form just prior to the start of the meeting and provide it to the Village President. The Public Comment portion of the meeting occurs prior to the business of the meeting. Guests making public comments are asked to state their full name and address for the meeting minutes. In order to give as many guests as possible an opportunity to speak and in the interest of adjourning the meeting by 8:00 p.m., if more than one person desires to offer the same opinion or comment about a particular subject matter, a spokesperson shall be designated who can indicate that they are speaking on behalf of the noted individual(s).
2. Public participation shall take place only during the "Public Comment" portions of the Agenda, unless an agenda item includes a specific presentation by an individual or group or unless otherwise authorized by the Board.
3. The Chair may require speakers during the first Public Comment portion of the Agenda to limit their remarks to matters on the Agenda, and those during the second Public Comment portion of the Agenda to limit their remarks to all other matters.
4. Only one person shall speak at a time.
5. Because the meetings of the Village are a matter of public record, each speaker, when recognized by the Chair, shall give his/her name and address and announce the topic of his/her presentation before addressing the Board.
6. While the Village appreciates all questions and comments, it is possible that it may not be prepared to respond to them at the meeting. If you would like a response, please include your question and how we may contact you on the form. Questions are to be directed to

the Village Board as a whole and not to individual officials or to the staff. Questions may be deferred to a subsequent meeting to allow time for adequate study and response.

7. Each speaker shall be allotted a maximum of five minutes, and no more than twenty minutes shall be allotted to each subject under discussion, unless the majority of the Board extends the discussion by motion. The Chair may deny a person who has previously addressed the Board to speak again on the same topic.
8. The total time allotted for Public Comment at meetings shall not exceed 45 minutes, unless extended by the Board by motion.
9. During Public Comment, Board Members may ask questions of the speaker for clarification, if recognized by the President. The Board need not answer questions from the speaker during the Public Comment portion of the agenda.
10. If an audience member has a question for the Board, the questioner may be asked to submit the question in writing. The Board will determine the manner in which the question will be answered by the Board or staff.
11. Disruptive conduct or abusive remarks will not be tolerated. The Chair will rule on whether remarks made are in violation of this policy.
12. The Village of Wadsworth has the authority to determine procedural matters regarding public participation not otherwise defined in Village of Wadsworth policy.